

Whaikaha - Ministry of Disabled People

Request for Proposal

Building Disabled Person and Whānau Wellbeing Facilitation Services

RFP Released: 09/04/2024

Deadline for Questions: 19/04/2024

Deadline for Proposals: 06/05/2024

Submission Number: 24.007.01

COMMERCIAL IN CONFIDENCE

Acronyms and Glossary

The following acronyms, abbreviations and terms are used in this document.

Acronym /	Definition	
Abbreviation/		
Term		
Deadline for	The date listed in Section 2.2. Proposals must be	
Proposals	submitted by this date and time.	
UNCRPD	United Nations Convention on the Rights of Persons with	
	Disabilities	
UNCRIP	United Nations Convention on the Rights of Indigenous	
	Peoples	
EGL	Enabling Good Lives	
MEAL	Monitoring, Evaluation, Analysis and Learning	
GETS	Government Electronic Tendering Service	
NASC	Needs Assessment & Services Co-ordination	
NEGL	National Enabling Good Lives	
IF	Individualised Funding	
Respondents	Community Agencies who are responding to this Request	
	For Proposals	

1. Overview

This Request for Proposal (RFP) is issued by Whaikaha - Ministry of Disabled People, in conjunction with the Ministry of Social Development.

1.1. About Whaikaha

Whaikaha - Ministry of Disabled People was set up in partnership with the community and Māori to transform the lives of many New Zealanders. Whaikaha is a Departmental Agency, currently co-located with the Ministry of Social

Development (MSD) and as such shares some support services with MSD including contract templates and procurement resources.

Many disabled people and whānau face barriers in achieving ordinary life outcomes due, in part, to the complexity of the way we currently do things. Government support can be fragmented and difficult to navigate, and multiple eligibility criteria for different services makes it difficult for disabled people to know what support services they are entitled to.

Things need to change. That's why the Government created Whaikaha - Ministry of Disabled People to:

- lead a partnership between the disability community, Māori and Government,
 and
- help transform the disability system in line with the <u>Enabling Good Lives</u>
 (EGL) approach.

Not like other ministries

The Government has asked that we do things differently to other ministries. We will partner with the disabled community and Māori and together, guide how we do things and how we operate. Our responsibility in this partnership is to listen to the voice of the disabled community and learn from the process of working together.

Three Pou (or pillars) provide the framework to guide how Whaikaha – Ministry of Disabled People works, behaves, what we value and our relationships with others. Our three Pou are Te Tiriti o Waitangi, United Nations Convention on the Rights of Persons with Disabilities and the principles of Enabling Good Lives. By ensuring we meet the obligations and guidelines of our Pou, we will create strong relationships and transform the sector for good.

We're also the first government ministry to have a name in three languages:

Te Reo Māori,

- English
- and New Zealand Sign Language (NZSL).



1.2. What We Need

Whaikaha intends to commission community agency/agencies to develop and deliver Building Disabled Person and Whānau Wellbeing facilitation services in three locations: **Te Tairāwhiti / Gisborne, Tāmaki Makaurau / Auckland and, Te Tai Tokerau / Northland**.

We are seeking community agency/agencies whose activities and services are governed, led and staffed by disabled people, tāngata whaikaha Māori, whānau whaikaha and / or family members of disabled people.

The community agency/agencies will do some or all of the following, according to the priorities in the local community.

- Develop a culturally appropriate, Aotearoa relevant, respite planning template, with the capacity for updated links and contacts according to locality. International examples of such templates can be found here: Respite

 – LifeCourse Nexus (lifecoursetools.com)
- Develop relationships / partnerships with mainstream organisations (e.g. tourism, hospitality, holiday programmes, after school care, sports, and recreation providers) to increase the opportunities and options available to disabled people and whānau.
- 3. Facilitate a series of local group-based sessions that explore the concept of 'respite', assist people to think about what they need to sustain their family, and to put plans into action. Rather than a one-off workshop, this would be a

- series of sessions, to ensure that ideas and plans are worked through into reality (and then adjusted as required). Having a series of sessions allows families to share examples of how this might be achieved, as well as develop relationships with other like-minded families (who, in turn, may be instrumental in sustaining each other's wellbeing).
- 4. Provide a coordinator to connect and support groups of families (particularly those who generally experience constrained options). This would involve immediate, practical support for whānau who are clear on the kinds of opportunities to take a break they are seeking but do not currently have the time or capacity to organise those opportunities.
- 5. Support families who need additional (potentially individualised) support to work through options to ensure plans are seen through into action. This includes linking with other organisations (e.g., whānau ora entities) to ensure whānau are well supported.
- 6. Workforce development: develop the capability, and availability of local people to directly support the disabled person whether they are family members, other connections, carers, support workers. This is to ensure families have access to a range of skilled, committed, connected workers.
- 7. Approaches that benefit the whānau as a whole; this includes ensuring that family carers are valued and supported. Assisting families to access the range of supports available to them and gain confidence that planned usage of Individualised Funding and Carer Support is within the Whaikaha Purchasing Rules.
- 8. Connecting with all disabled people, tāngata whaikaha Māori and whānau who may be eligible for, but not yet accessing Disability Support Services, for a range of reasons. This is particularly relevant in smaller, rural communities
- Develop and share clear, easy, accessible information that supports families
 to understand the disability support system; from diagnosis, through to
 engagement with NASC through to accessing services and supports
 (Whaikaha, other agencies and mainstream), throughout the lifespan.

1.3. Why Should You Bid?

We are looking for community agencies whose work aligns with the three Pou of Whaikaha and who are ambitious to be change agents, passionate about making a difference alongside disabled people, tāngata whaikaha Māori, families and whānau and providers.

You are a community agency who can enact solutions quickly, and whose approach means success for families in not having to rely on ongoing support from you.

2. Key Information

2.1. Context

- a) This RFP is an invitation to community agencies to submit a Proposal for the Building Disabled Person and Whānau Wellbeing opportunity.
- b) This RFP is an open market process.
- c) This is a single stage process.
- d) Words and phrases that have special meaning are shown by the use of capitals. Definitions can be found in the Acronyms and Glossary table, prior to Section 1 of this document.

2.2. Timeline

The indicative timeline for the procurement is as follows.

Activity	Date
RFP released	9 April 2024
Community agency Briefings	15 April 2024
Deadline for community agency questions	19 April 2024
Deadline for Whaikaha to answer questions	24 April 2024
Deadline for Proposals	6 May 2024
Short listed community agency Presentations	21 May 2024
Due diligence & contract negotiation	14 June 2024
Notify Respondents of outcome	17 June 2024
Contract start date	17 June 2024

Debrief unsuccessful Respondents	30 June 2024

2.3. How to Contact Us

- a. All enquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- b. Please email the email address below to register for the community agency briefings scheduled for 15 April 2024.
- c. Our Point of Contact:

Name: Nick Edmond

Title: Principal Commercial Specialist

Email Address: community_admin@whaikaha.govt.nz

2.4. Documents

The following documents make up this RFP:

- Response Form A
- Appendix 1 Pricing Tables
- Outcome Agreement Template

2.5. Developing and Submitting Your Proposal

- a) This RFP sets out the step-by-step process and conditions that apply to this process.
- b) Take time to read and understand the RFP.
- c) Develop a strong understanding of our requirements.
- d) In structuring your Proposal consider how it will be evaluated. Section 4 describes our Evaluation Methodology.
- e) For helpful hints on tendering and access to a supplier resource centre go to: https://www.procurement.govt.nz/suppliers/.
- f) If anything is unclear or you have a question, please email our Point of Contact (Section 2.3).
- g) In submitting your Proposal, you must use the Response Form.

- h) You must also complete and sign the declaration at the end of the Response Form.
- i) The Proposal should consist of no more than 30 A4 pages and each responding file should not larger than 20MB. You may include hyperlinks to additional information, video, examples of resources etc. to support your application.
- j) Check you have provided all information requested, and in the format and order asked for.

2.6. Address for Submitting Your Proposal

Proposals must be submitted via email to <u>community admin@whaikaha.govt.nz</u>
We will not accept proposals via any other method unless previously agreed with the Point of Contact (Section 2.3).

2.7. Our RFP Process, Terms and Conditions

- a) Offer Validity Period: In submitting a Proposal, the Respondent agrees that their offer will remain open for acceptance by Whaikaha for 90 days from the Deadline for Proposals.
- b) The RFP is subject to the RFP Process, Terms and Conditions (shortened to RFP-Terms) described in Section 6.

2.8. Later Changes to the RFP or RFP Process

- a) If, after publishing the RFP, we need to change anything about the RFP or RFP process or want to provide suppliers with additional information we will let all suppliers know via GETS, Whaikaha website news page and social media channels
- b) If you downloaded the RFP from GETS you will automatically receive notifications of any changes through GETS.

3. Requirements

3.1. Context

Over many years there has been significant amounts of consultation, surveys and feedback about access to respite and support for carers. This includes the Transforming Respite – Disability Support Services Respite Strategy which was published in 2017. Whaikaha has heard clearly from the community concerns around lack of access to respite services. We understand that there is particular pressure in the Tairāwhiti / Gisborne, Tāmaki Makaurau / Auckland and Te Tai Tokerau / Northland regions. The prolonged lockdown periods and / or weather events in these regions and the effects of protracted closures (or absence) of facility-based respite services have exacerbated the impact of limited respite service options.

Over ten years of delivering an Enabling Good Lives approach in three sites across ngā motu, we've also learnt a lot about what can be possible when people have support to plan and be creative about what 'respite' can look like for them and for their family.

3.2. Current State

Individualised Funding (IF) – Respite is a funding mechanism that provides a flexible resource for disabled people and their families to have a break that is specifically tailored to them. IF-Respite is frequently allocated by NASCs, and feedback from family networks, and IF hosts is that many families are unsure how to utilise this resource to effectively support their whānau wellbeing. Some families are using significant amounts of IF to pay for space in a residential facility (where these are available). For some whānau there are currently very few options for how to take a break.

Individualised, mainstream approaches broaden the options available to disabled people and their whānau and create opportunities for the sector to shift to more individualised, person-directed options as well.

Access to respite is a long-standing issue for Auckland families. It is evident that similar issues (and opportunities) exist across ngā motu; and we understand there is also particular pressure in Tairāwhiti (Gisborne area) and Te Tai Tokerau (Northland).

3.3. Objectives & Scope

Proactive and responsive respite support for families is anticipated to build and sustain disabled people and whānau wellbeing and to enable all family members to live well. Supporting whānau to understand the purchasing guidelines will increase confidence both in the community and across Whaikaha that flexible funding is used appropriately.

The specific requirements described in the RFP are intended to have the following outcomes;

Resourcing disabled persons and whānau networks to identify and build wellbeing solutions together, resulting in better outcomes and increased connections for whānau.

The resource developed, complete with local links, and contact details for upcoming group-based sessions and connections would be shared with IF-Respite and Carer Support recipients by NASCs and by IF Hosts. This could in turn, reduce some of the time that NASC / IF Hosts spend exploring options for families to have a break from each other, as well as the need to respond urgently when no breaks have been planned / taken, and the family has reached a point of urgent and significant pressure.

There will be a range of options and levels of support available. While the intention is to facilitate a process where families design and enact their own solutions, it is acknowledged that in some high-pressure situations, supports need to be put in urgently. Ensuring this can be done quickly, in a way that works for all members of the family, may create space for whānau to do more self-directed planning in the future.

Ideas, outcomes, and solutions could be shared through existing national networks, thus ensuring more disabled New Zealanders will have access to an Enabling Good Lives aligned approach sustaining whānau, whilst simultaneously reducing the pressure on facility-based respite facilities, to make them more available for those who choose to use them.

The outcomes of the Building Disabled Person and Whānau Wellbeing Facilitation Services are built from the three Pou of Whaikaha: Te Tiriti o Waitangi, the United Nations Convention on the Rights of Disabled Persons and Enabling Good Lives.

In scope:

Building Disabled Person Whānau Wellbeing facilitation services are initially prioritised to support whānau in **Tairāwhiti / Gisborne, Tāmaki Makaurau / Auckland and Te Tai Tokerau / Northland.** We are looking for community agencies who will deliver services in one or more of these areas. The services will have access to ongoing support via Developmental Evaluation, with evidence from this used to inform future investment priorities.

Out of scope:

Funding to <u>implement</u> wellbeing solutions are out of scope for this service. If funding is required to enact an individualised wellbeing plan, the facilitation service will support whānau to explore all options of resource available to the disabled person and their family (which may include use of Carer Support and Individualised Funding – Respite).

3.4. Requirements / Deliverables / Outputs

The key deliverable for the contract(s) is to establish and deliver Disabled Person and Whānau Wellbeing Facilitation Service, based in the following regions:

Tairāwhiti / Gisborne, Tāmaki Makaurau / Auckland and / or, Te Tai Tokerau / Northland.

Item	Required Outputs, dependent on focus, will include	
Phase 1 - Planning.	Develop a culturally appropriate, Aotearoa relevant	
Month one	respite planning template. This can be in	
	collaboration with other organisations but needs to	
	have regularly updated local links and connections	
	for each region.	
	 An example of (international) template designs 	
	can be found here:	
	https://www.lifecoursetools.com/lifecourse-	
	library/exploring-the-life-domains/respite/	
	 Build relationships with the NASC and local IF 	
	hosts to ensure consistency of support,	
	information and identify referral and support	
	pathways.	
	 Initiate relationships / partnerships with 	
	mainstream organisations, to increase	
	opportunities and options available to whānau.	
	 Plan and advertise a series of local group-based 	
	sessions that explore the concept of 'respite' and	
	building an individualised wellbeing plan.	
	 Plan and advertise the availability of individualised 	
	planning and support.	
	 If required, recruit and train a coordinator to 	
	connect and support groups of families,	
	particularly those who experience constrained	
	options.	

Phase 2 -Initiate the facilitation of regular, local group-Establishment and based sessions that explore the concept of 'respite' beginning: and building an individualised wellbeing plan. Months two - three Workshop resources are accessible and available for families to take home. Assist people with thinking about what they need to help their family and put plans into action. Run multiple workshop sessions, to ensure plans become reality. Multiple sessions allow families to discuss examples of how their plans may be achieved, while developing relationships with other likeminded families. Identify and connect with a range of people and organisations that can provide ongoing support to whānau; this may include workforce development. Coordinator to connect and support groups of families (particularly those who generally experience constrained options). This would involve immediate, practical support for whānau who are clear on the kinds of opportunities to take a break they are seeking but do not currently have the time or capacity to organise those opportunities. Phase 3 -Immediate support provided for whānau who are Embedding: Months clear on the breaks they are seeking but may not four - thirteen have the time or resources to create those opportunities. Families are supported to work through options to ensure plans become actions.

Additional rounds of workshops initiated, adapting

to feedback from previous sessions

- Networks are intentionally becoming selfsustaining
- Regular reporting processes underway including delivery of the agreed workplan
- Community pathways and supports are mapped, and resource updated.
- Developmental evaluation plan confirmed and actioned.

3.5. Public Value and Broader Outcomes

Broader outcomes are the secondary benefits that are generated by the way a good, service, or works, is produced or delivered. These outcomes can be social, environmental, cultural or economic benefits, and will deliver long-term Public Value for New Zealand.

We recognise that our procurement activities offer a unique opportunity to achieve broader outcomes for New Zealand, and are working on the identified four priority outcomes:

- Increasing access for New Zealand businesses including disabled, Māori and Pacific businesses.
- Construction skills and training.
- Improving conditions for New Zealand workers, including disabled workers.
- Transitioning to a net-zero emissions economy and designing waste out of the system.

Whilst acknowledging that the purpose of this procurement is providing good outcomes for disabled people across ngā motu, we are also interested in understanding Respondents commitments to achieving broader outcomes for the benefit of all New Zealanders including:

- Do you have an employee diversity policy and has this resulted in the engagement of any disabled people?
- Do you support any community initiatives?
- Do you have an environmental sustainability policy?

These broader outcomes are incorporated as Non-Weighted Criteria (Public Value and Broader Outcomes) for assessment in this procurement activity.

Further information on broader outcomes can be found on the NZGPP website https://www.procurement.govt.nz/broader-outcomes/

4. Evaluation Methodology

Our evaluation approach is designed to ensure better outcomes for disabled people and tāngata whaikaha Māori. Also, that Whaikaha can achieve the best value-formoney over the whole-of-life. This means achieving the right combination of fit for purpose, quality, price, and delivery on time.

4.1. Evaluation Model

The Evaluation Model for this procurement utilises a combination of Weighted and Non-Weighted Criteria. This means the Respondent's Proposal(s), which best meet our requirements and based on an overall assessment, are likely to be selected.

The Evaluation Panel will firstly score each proposal based on the Weighted Criteria in section 4.3. Proposals will then be ranked according to the overall evaluation.

A 'two-envelope' system will be used for the evaluation. This means that Respondents must provide all financial information relating to price, expenses, and costs in a separate soft copy folder. The Evaluation Panel will firstly score each proposal based on the Weighted Criteria listed below. Proposals will then be ranked according to their scores.

Following completion of the scoring, the folders containing financial information and the initial financial analysis (performed by specialists independent of the Evaluation Panel voting members) will be presented. The Evaluation Panel will then assess which proposals to shortlist, based on best value-for-money over the whole-of-life contract.

4.2. Evaluation Process

In line with the Evaluation Model above, each Evaluator will be given a copy of the Proposals in order to carry out an independent evaluation of the non-price section of each Proposal against the approved Evaluation Criteria.

An initial moderation session will be led by the Panel Chair and Panel Facilitator. The purpose of this session will be to review the Proposals and discuss individual scores, including any outlying scores. As a result of the discussion individual scores may be adjusted as necessary, with a record kept of any updated scores along with the rationale.

Following the initial moderation, a short list of Respondents **may** be invited to carry out a presentation of their Proposal to the Evaluation Team. The purpose of these presentations will be to allow the Respondents to present their Proposal in detail to the Evaluation Team and to allow the Evaluation Team to ask questions and clarify anything following the paper evaluation and initial moderation.

Evaluation scores will be updated as a result of the presentations. A second moderation will then take place. This will be conducted in the same manner as the first moderation, with particular emphasis on any changes to the scores following the presentations.

Price will be evaluated by the Whaikaha evaluation team members after the completion of the first moderation session.

4.3. Evaluation Criteria and Weightings

a) Pre conditions

#	Pre-Conditions	Yes/No
1	Community agency/agencies' activities and	Yes/No
	services (and this approach in particular) are	
	governed, led and staffed by disabled people,	
	tāngata whaikaha Māori, whānau whaikaha and /	
	or family members of disabled people.	
2	Community agency/agencies (including the	Yes/No
	parent and subsidiaries) have no conflict of	
	interest with this service development, e.g., they	
	do not allocate or host disability support funding,	
	and they do not provide direct 'respite' services	
	for disabled people and families.	
3	Please provide a list of all current Whaikaha	Yes/No
	contracts including those entered into by your	
	parent company or its subsidiaries.	

b) Evaluation Criteria

Having met the Pre-Conditions, community agencies are asked for an overview of what they intend to do. This will include which region(s) they intend to work in, as well as identifying which of the requirements listed in section 1.2 'What We Need' are prioritized, and how these requirements will be met.

Proposals will be evaluated on their merits using the following Evaluation Criteria and Weightings.

Criterion	Weighting
Your Organisation:	15%

Criterion	Weighting
Whaikaha is committed to investing in disabled, and whānau led organisations.	
Please describe how your Community agency/agencies' activities and services (and this approach in particular) are governed, led and staffed by disabled people, tāngata whaikaha Māori, whānau whaikaha and / or family members of disabled people.	15%
Proposed Approach: We are looking for the following evidence, attributes, and experience that what you intend to deliver is fit for purpose. We seek evidence of:	45%
This approach will develop and build the leadership of disabled people, tāngata whaikaha Māori, Pacific disabled and / or whānau / family / aiga, both in their own lives, and in the community, please ensure this is sufficiently covered in your overview, or add additional detail below.	15%
 Explain what you will do to assist disabled people and whānau to identify, create and enact a sustainable family wellbeing plan; Please provide evidence of How your approach will result in a tangible improvement in disabled people's lives. Your approach to trauma informed care and understanding of ongoing systemic impacts. Include your methods for gathering feedback and measuring improvements 	30%
Capability	25%

Criterion	Weighting
Describe your relationships with local networks and how this	15%
supports reach into:	
Māori communities;	
Pacific communities;	
Rural communities and	
Include your existing mainstream (not disability specific) partnerships and collaborations	
The intention of planning and facilitation is that people are not	10%
reliant long-term on your service. Please describe how your	
service will result in disabled people and families better able to	
direct the use of supports and services available to them (both	
mainstream and disability specific).	
Capacity:	15%
Please describe what (workshops, resources etc) you already	15%
have in place, that you will adapt to meet the timeframes and	
intensity of support available (i.e. able to put approach into	
place quickly, as well as follow through to ensure plans are put	
into action) to meet our requirements	
TOTAL WEIGHTINGS	100%

Non-Weighted Criteria

Price

The proposed cost represents value for money.

References

Whaikaha will conduct reference checks as part of the due diligence process. Whaikaha will use references to validate Proposals and will be considered in the overall decision-making process.

Broader Outcomes:

Ability to support Whaikaha achieve broader social, economic, cultural outcomes and participants wellbeing.

Both Weighted and Non-Weighted sections may have an impact on the Evaluation Team's final recommendation regarding a preferred service provider(s). Consequently, the recommended preferred service provider(s) may not necessarily have obtained the highest weighted score.

Pricing

Community agency will be asked to provide detail pricing as part of their proposals (a pricing template is attached at appendix 1):

In submitting the pricing, the community agency will be required to meet the following:

- Community agency is to use the pricing schedule provided.
- Where the price, or part of the price, is based on fee rates, all rates are to be specified (either hourly or daily, or both, as required).
- In preparing their Proposal, Community agencies are to consider all risks, contingencies, and other circumstances relating to the delivery of the Requirements and include adequate provision in the Proposal and pricing information to manage such risks and contingencies.
- Community agencies are to document in their Proposal all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that Whaikaha or a third party will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimated.
- Prices should be presented in NZD and, unless otherwise agreed, Whaikaha will arrange contractual payments in NZD.
- Where two or more Community agencies intend to lodge a joint or consortium Proposal the pricing schedule is to include all costs, fees, expenses, and charges chargeable by all Community agencies.

4.4. Rating Scale

The Evaluation Team will use the following rating scale to evaluate the Proposals against the Evaluation Criteria:

Rating	Definition	Score
Excellent	Respondent demonstrates exceptional ability, understanding, experience and skills. The Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
Good	Respondent demonstrates above average ability, understanding, experience and skills. The Proposal identifies minor additional benefits, with supporting evidence.	7-8
Acceptable	Respondent demonstrates the ability to meet the criteria, with supporting evidence.	5-6
Reservations	Satisfies only a minimum of the criteria but not all. Reservations about the Respondent to adequately meet the criteria. Little supporting evidence.	3-4
Serious Reservations	Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.	1-2
Unacceptable	Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria.	0

4.5. Due Diligence

Any due diligence undertaken will not be part of the weighted evaluation but may be used in the overall selection process.

In addition to reference checks, Whaikaha reserves the right to carry out additional due diligence on Respondents including:

a) Analysis of Ownership

- Check legal status of entity
- Check ownership (owners, directors, and relationships to holding or parent corporations)
- Length of time in operation
- Company locations
- Number of employees

Confirmation there are no actual, potential, or perceived COI's

b) Analysis of Finances

- Respondents current and future financial viability (for the expected contract duration)
- Review of Respondents annual report(s)
- Review of last independently audited accounts to check profitability and liquidity
- Undertake credit check
- Review insurance certificates
- Confirm if any current or pending issues with Inland Revenue or any other relevant jurisdictions.

c) Security Checks

- Check of any convictions against the Respondent of the Respondents personnel that could compromise the contract.
- Check of any pending criminal cases that could compromise the contract.

5. Contract

5.1. Contract Type

Outcome Agreement (attached separately). Please note this is a template agreement for Respondent's review, noting service-specific terms and conditions will be updated during the contract negotiation process with successful Respondents.

5.2. Contract Term

Initial Term	13 Months
Optional Renewals	Not applicable
Maximum Term	13 Months

6. Commercial Structure

A fixed cost will be agreed for each of the three phases.

7. RFP Terms and Conditions

This RFP is subject to the attached Terms and Conditions as amended in the RFP Terms in:

https://www.procurement.govt.nz/assets/procurement-property/documents/templates/rfp-terms-and-conditions.pdf.